

Citywide Exceptional Needs Fund for Students with Disabilities Application Review Committee: Request for Applications

The Citywide Exceptional Needs Fund for Students with Disabilities (CENF) is a special purpose fund created through a partnership between the Recovery School District (RSD) and Orleans Parish School Board (OPSB) to help all public schools in New Orleans meet the needs of their students with IEPs, especially those who are not adequately funded through the state's High Cost Services allocation. Beginning in the 2014-15 school year, the CENF will distribute up to \$1.3 million to public schools and LEAs in New Orleans serving students with disabilities costing more than \$22,554 (twice the state average cost per student).

Through this Request for Applications (RFA), OPSB and RSD seek to find up to ten qualified committee members with expertise in special education and/or school operations and finance. All interested individuals should complete the attached RFA response form and required documents no later than 5:00pm on Friday, August 29, 2014 to ExceptionalNeedsFund@opsb.us. Applicants will be notified by September 12, 2014.

Purpose of the Citywide Exceptional Needs Fund Application Review Committee

The Application Review Committee is responsible for reviewing applications to ensure all materials, services, supports, and personnel listed in the application are supported by the student's IEP, evaluation, health plan, and/or behavior plan. Applications are then ranked according to the CENF priority structure.

Qualifications

Each committee member should have the following qualities:

- An unwavering belief that all students can learn and achieve success in school
- At least 3 years of experience as a special education administrator in New Orleans
- Experience managing, creating, and implementing Individualized Education Plans (IEPs)
- Knowledge of the costs associated with providing special education services to a variety of disability types and student needs

Scope of Work and Compensation

Schools/LEAs submit applications twice annually in November and March. Committee members should expect to dedicate at least 20 hours to reviewing applications following submission. To prevent conflicts of interest, reviewers will not review applications from the school or charter organization where they are currently employed or have been recently employed.

Selected committee members will be expected to do the following, at a minimum, for each application cycle:

- Attend one orientation session (2 hours)
- Review approximately 75-100 eligible student applications in their entirety (approximately 10 minutes per application)
- Participate in committee consensus meeting(s) (2-4 hours, depending on number of applications requiring discussion)

Each committee member shall commit to completing at least two application cycles. OPSB and RSD will compensate all committee members following completion of each application review cycle. Committee members will receive an honorarium for completion of two application cycles.

Application

Please respond to ALL questions in a separate document. Responses should address all aspects of the question and applicants should make an effort to be concise. To prevent conflicts of interest, reviewers will not review applications from the school or charter organization where they are currently employed or have been recently employed.

Name: _____

Email: _____ Phone: _____

- A. Please describe any specific experience you have in special education instruction, school operations, and school finances. Please be sure to highlight the following, as applicable:
- Number of years experience
 - Grade levels served
 - Student outcomes
 - Date of most recent experience
 - Type of school (private, charter, district-run)
 - Amount of experience that took place in New Orleans and Louisiana
- B. Please note any time restrictions in addition to your current employment that may impact your availability during the application review periods.
- C. Please provide your current resume.

Agreement and Signature

I have read and agree to the above commitments and would be able to fulfill them if selected as a reviewer and that all responses are truthful and accurate.

Signature: _____ Date: _____